

Code of Conduct

Students, parents and teachers at the Europagymnasium Auhof have agreed on the following rules in order to guarantee pleasant conditions for the entire school community.

How do I behave?

I treat my fellow students and teachers with respectful courtesy which I show through my behavior and use of language. I promise to treat all of my classmates with respect, regardless of their ethnic origin, skin color, religion, gender, sexuality or other factors, and thus contribute to an appreciative and diverse coexistence at our school.

Cleanliness and order:

- I will be in my classroom at the beginning of each lesson.
- On my desk are only the materials that I need for this lesson.
- The classroom door will be closed after the bell rings.
- I leave coats, jackets, and street shoes downstairs in my locker.
- I am the only one responsible for my valuables.
- I will wear house shoes (slippers) in the school building, this is mandatory from the beginning of October until the end of April. House shoes are defined as either slippers or sport shoes with a non-marking sole only worn inside the school building.
- I make sure to keep my classroom, the hallways and bathrooms clean.
- At the end of each lesson, I provide a clean desk/work area on which I or other pupils can work uninterrupted.
- Environmental protection, separation of garbage and energy conservation are important to me. Thus, I make sure to close the windows and turn off the lights at the end of the school day.
- Upon leaving the sports grounds I will take all my belongings – including bottles and cups- with me.

Safety

- I will follow teachers' instructions.
- I must not endanger myself or others by:
 - ✓ sliding on railings
 - ✓ leaning out of windows
 - ✓ sitting on window sills
 - ✓ climbing out onto the porch roofs
 - ✓ throwing objects out of windows or doors
 - ✓ running, playing tag or ball in the school building
 - ✓ manipulating fire extinguishers, fire alarms, safety locks or any other safety equipment.
- Smoking and consumption of alcohol is strictly prohibited on the school grounds or other teaching locations as well as school- and school-related events. The school also applies the Austrian Youth Protection Act § 8 section 4 which indicates the following: " Jugendlichen ist die missbräuchliche

Verwendung von Drogen und Stoffen, die nicht unter das Suchtmittelgesetz fallen, die jedoch allein oder in Verbindung mit anderen Stoffen eine Betäubung, Aufputschung oder Stimulierung herbeiführen können, verboten.“ (= Adolescents are prohibited from using drugs and substances that do not fall under the controlled substances law but may - alone or in combination - induce daze or stimulate.)

In case of a violation of this rule, the substances mentioned above will be taken away and the legal guardians will be informed. Legal guardians can collect them at the end of the school day or the school (-related) event in school at the secretaries' office.

- Due to fire safety guidelines electrical appliances cannot be allowed at school. Coffee machines or electric kettles are defined as electrical appliances.
- I will not ride my bike, scooter, etc. on the school grounds but will park it at the bicycle stands.

Damages - Vandalism - Theft

- I will not intentionally damage school and fellow pupils' property.
- If any damage happens, I will immediately inform teachers or the secretaries.
- I will not scribble on desks, chairs, or walls.

Electronic devices

- Pupils of years 5-8 are required to switch off and store all their electronic devices in their school bags from 7:35 on. Their use during the school day is prohibited. This includes all break times. The SGA decision of June 18th, 2018, this regulation applies until further notice.
- **As part of a government initiative, digital devices have been provided to the lower years.**
- **We ask you to comply with the specific provisions that the school has put in place, in order to assure that the digital devices run efficiently.** This is valid until further notice.
- The use of electronic devices is only allowed if instructed by a teacher during class time.
- In cases of emergency, the secretaries' office will contact the parents, or a teacher will allow the pupils to make a call.
- **In the event of non-compliance with the regulations, the same sanctions will be applied as violating the school's code of conduct policy / point 1.**

Administration

I acknowledge the following:

- If a teacher is more than 10 minutes late, the class representative notifies the secretaries' office.
- The substitution plan is a compulsory change of the schedule. I will inform myself in time about possible changes and notify my parents, especially about a later start or an earlier end of classes.
- Leaving school early is only allowed in urgent cases like illness or a doctor's visit. Due to legal reasons, you must notify your teacher before you leave.
- Students of compulsory school attendance age (under the age of 16) who do not have a written signed excuse from their parents have to report to the secretaries' office where they have to be picked up by a parent or another adult.
- Students of year 7 (Austrian grade 3) are allowed to spend free lessons or their lunch break in school without supervision (see Aufsichtserlass, §2 Abs.1).

- Students of year 5-8 (Austrian grades 1-4) are not allowed to leave the school grounds during a school day, neither during free lessons nor during breaks (exception: lunch break!)
- Release forms for PE lessons handed out by the school's doctor (upon presentation of a medical certificate) can be accessed via WebUntis. (student login)

If I violate this code of conduct, the following disciplinary measures apply:

- Items (e.g. mobile phones, boots, outdoor shoes, ...) which were taken away by teachers and taken to the secretaries' office for the first time can be claimed after the end of classes:

| First time | Second time | Third time | Fourth time |
|------------|-------------|------------|-------------|
| 15 minutes | 30 minutes | 45 minutes | 60 minutes |

In case the device was confiscated the fifth time (or even more often) it can only be claimed by a parent / guardian.

- The janitor and the cleaning personnel will randomly collect items not properly stored in your box and deposit them in the "lost & found" container where they can be reclaimed. At the end of the semester/school year lost items which have not been collected will be put on desks on the ground floor, next to the stairs leading to the lockers in the basement.
- Unexcused tardiness and missing lessons without excuse are considered unexcused absences and will have disciplinary consequences (e.g., behavioral grade, compensation time and possibly even having to report to the principal's office at 7:30 a.m.).